



DIRECTIONS
FY 2000 Carry-Over Final Report



DIRECTIONS FOR COMPLETING FY 2000 CARRY-OVER FINAL REPORT

The following pages must be submitted with the Final Report for FY 2000 funds that were approved for carry over into FY 2001:

- Title Page, Page 1
- Status Report, Page 2
- Budget Statement, Page 3 - Report actual expenditures incurred during the carry-over project period.
- Budget Detail, Page 4 - Report actual expenditures incurred during the carry-over project period.
- Budget Detail – Administrative Expenditures, Page 5 - Report administrative expenditures incurred – *if applicable*
- Federal Equipment Inventory, Page 6 - Complete if equipment was purchased.

<i>FINAL REPORT TITLE PAGE: Page 1</i>

- Check appropriate box to indicate if LEA is an individual applicant or a consortium applicant.
 - Complete project code with LEA's four-digit district code.
- Items 1-4. Complete all identifying information.
- Item 5. Enter the award amount for each Title from the LEA's approved FY 2000 carry-over application.
- Item 6. Enter the amount expended for each Title during the carry-over project period (9/1/2000 - 8/31/2001).
- Item 7. Subtract the amount in item 6 from the amount in item 5 and enter the difference.
- Item 8. Enter the unexpended balance amounts from item 7 to be returned to NJDOE. Enclose a check for the indicated amount payable to ***Treasurer, State of New Jersey***, and submit with a copy of the first page of the report to:
- Office of Budget and Accounting
Revenue and Grant Services
PO Box 500
Trenton, NJ 08625-0500**
- Item 9. Total each column.
- Item 10. Provide a brief but specific description why all funds were not expended/obligated within the carry-over project period.
- Item 11. Signature of Board Secretary and date.
- Item 12. Signature of Chief School Administrator and date.

<i>FINAL REPORT STATUS REPORT: Page 2</i>
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- Complete identifying information including project code with LEA's four-digit district code.

Goal/Objective/Activity Code: Indicate the codes from the approved application or subsequently approved amendment(s).

Status of Objectives Based on Evaluation Plan Results: Describe the LEA's progress toward meeting all of the *measurable objectives and performance standards* described in the approved carry-over application or subsequently approved amendment(s). Briefly describe the activities completed and the results obtained during the project period. Specific reference should be made to the elements outlined in the approved evaluation plan. The Status Report for the prior year's carry-over should reflect only those funded activities.

<i>BUDGET STATEMENT – FINAL REPORT – EXPENDITURES: Page 3</i>
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- Complete the identifying information including project code with LEA's four-digit district code.
- By expenditure category, indicate the amounts *expended* during the carry-over project period. Enter subtotals and total amounts.
 - Equipment (items costing \$500.00 or more expended *before* July 1, 2001; items costing \$2000 or more expended between July 1, 2001 and August 31, 2001) listed under 400-731 and 400-732 must be itemized on the Federal Equipment Inventory page.
- Title II LEA Match: Enter the amount expended. This amount must equal 50% of the public school amount expended in the Title II Federal column. *If the Title II Match requirement was met in FY 1999, this column may be blank or zero.*
- The Grand Total for all expenditures must equal the expended amount entered on the Title Page, Page 1, item 6.
- The dated signature of the LEA Business Administrator is required.

BUDGET DETAIL – FINAL REPORT – EXPENDITURES: Page 4

- Complete the identifying information including project code with LEA's four-digit district code.
- Provide detail to match entries on the Budget Statement page. Include the expenditure categories for the activities supported by the project, the function/object codes, a description of the expenditure, and the amount expended.
- Where salary is allocated for TPAF employees, **ensure the minimum percentage for TPAF/FICA (10.31%) has been expended/obligated for object code 200-200.**
- The totals for each GAAP code must match the totals listed on the Budget Statement – Expenditures, Page 3.
- The Grand Total must equal the amount listed on the Title Page, item 6 and the Grand Total on the Budget Statement – Expenditures page.
- The dated signature of the LEA Business Administrator is required.

BUDGET DETAIL – FINAL REPORT – ADMINISTRATIVE EXPENDITURES: Page 5

- Follow the same directions as the Budget Detail – Final Report – Expenditures page. Show only Administrative Costs incurred. Administrative costs must be listed on this page.
- Note: Administrative costs expended (for both original and carry-over project) must not exceed 5% of the original approved award of any Title.
- The dated signature of the LEA Business Administrator is required.

FINAL REPORT – FEDERAL EQUIPMENT INVENTORY: Page 6

- Complete identifying information including project code with LEA's four-digit district code.
- All columns must be completed for each piece of equipment (items costing \$500.00 or more expended *before* July 1, 2001; items costing \$2000 or more expended between July 1, 2001 and August 31, 2001) purchased with federal program funds covered by this application.
- The total of the unit acquisition costs listed must equal the equipment costs listed on Budget Statement, Page 3, and Budget Detail, Page 4, expenditure categories 400-731 and 400-732.
- If the equipment does not have a serial number, an identification number must be assigned.
- For items partially funded, indicate the total unit acquisition cost, the IASA cost by each Title and the percentage of IASA funds utilized by Title.
- The dated signature of the LEA Business Administrator is required.